

Accounting for iPhone/iPad Purchases

Overview: The following guidance is provided to NOAA Line/Staff/Corporate offices (L/S/CO) for proper accountability of iPhones and iPads purchased using an existing Blanket Purchase Agreement, or a Government Purchase Card directly from the vendor.

For all iPhones/iPads acquired through NOAA Form (NF) 37-1, Telecommunications Services

Authorization¹:

- If an invoice is attached in the CD-50 Create New Asset module in Sunflower, then the acquisition cost should be the cost per the invoice, and acquisition date is the date when the asset's title passes to NOAA or when the asset is delivered to NOAA or an agent of NOAA (this is the date stamped with signature on the receiving report or invoice).
- If an invoice is NOT attached at the time of processing, then the spreadsheet attached to NF 37-1 with detailed information of telecommunication equipment, and the packing slip is the supporting documentation for processing the equipment into Sunflower. These assets, however, should have an **"Estimate"** in the Flags field of the CD-50 Create New Asset module in Sunflower. Once the Property Custodian obtains the corresponding invoice, the acquisition cost should be adjusted accordingly if the amount per the NF 37-1 spreadsheet is different from the invoice, and the invoice uploaded to the asset in Sunflower and the Estimate flag should be removed.

¹ The telecommunication equipment may be charged with 31-23-00-00 or 23-38-00-00; it should be changed to 31-23-00-00 when processing into Sunflower.

² The invoice should have the barcode identified and can be traced to the spreadsheet attached to NF 37-1.

If the iPhone/iPad is acquired through purchase card, then the bankcard statement and one of following documents should be attached for processing the property into Sunflower,

- Customer Receipt,
- Wireless Order Email Confirmation from telecommunication service vendor (e.g. Verizon), or
- Invoice

Note: The Customer Receipt itself is sufficient to support the purchase of telecommunication equipment. The acquisition date should be the date when the equipment is received (received date handwritten or stamped on the Customer Receipt with initial). The acquisition cost should be the cost paid to the vendor per the Customer Receipt. If the cost is a no-cost (\$0) replacement, then the retail cost should be the acquisition cost.

Serial Numbers for iPhone/iPad

For individual iPhones and iPads the serial number must be handwritten or typed on the customer receipt. When inputting multiple iPhones and/or iPads into Sunflower please attach a copy of the Customer Receipt along with a spreadsheet listing all serial and model numbers matching back to the barcode. The serial number can be found on the phone's package. If the package has been discarded, instructions are given below for how to obtain the serial and model numbers.

Power on the phone;

Go to the phones **SETTINGS** menu;

Scroll down and select **GENERAL**; and

Select **ABOUT** (This screen will provide all of the telephone's information).

Procedures

1. Enter the **CD 50 / 52 Transaction Menu**



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Welcome: Repository Owner

To enter, click one of the the links below.

- [Sunflower Enterprise Forms](#)
- [Sunflower Enterprise Reports](#)
- [Sunflower Enterprise HTML Transaction Pages](#)
- [Stock Asset Management](#)
- [Search Attachments and Comments](#)
- [CD 50 / 52 Transaction Menu](#)

[Logoff](#)

2. Click to create asset



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- | | |
|-------|--|
| Click | to maintain asset |
| Click | to create asset |
| Click | to request an excess receival |
| Click | to request retirement of asset |
| Click | to maintain comments |
| Click | to maintain pictures/attachments |
| Click | to create physical inventory certification |
-

3. Select Interest Type (**Inventory Asset**)

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Create New Asset






Obadiah Aguilar

(*Required)



Interest Type*	INVENTORY ASSET		
Barcode #*		Attachment 0	
Serial Number:*			
Custodial Area*			↓
Property Custodian			
P A O*	Region*		↓
Property Contact	Name		↓
Current User *	Name		↓
Location:*			↓
Manufacturer*			↓
Model Number*			↓
Description			

4. Enter **Barcode #** – must begin with CD and have 10 numeric values for a total of 12 characters
5. Upload Attachment
6. Enter Serial Number – follow instructions above on locating serial number within the device
7. Enter Custodial Area - Accept the defaults in the pop-up window
8. Enter Current User
9. Enter Location
10. Enter Manufacturer
11. Enter Model Number
12. Enter Acquisition Date
13. For iPhone/iPads with Estimated Acquisition Value:
 - a. Select the Flags drop-down arrow

Catalog Identifier	<input type="text"/>	
Activity Type*	AGENCY OWNED	▼
Utilization Code*	IN SERVICE	▼
Condition Code*	4 - USED - MAJOR REPAIRS NOT REQUIRED	▼
Acquisition Date*	11/14/2012	
Initial Event*	PURCHASE	
Flags	<input type="text" value="0"/>	
Asset Value	<input type="text" value="\$0.00"/>	
Document Type*	<input type="text"/>	
Document #*	<input type="text"/>	Storage Type* INTERNAL ▼ NOAA 

- b. Select the Estimate Flag and hit Save

Asset Flags

Sensitive	<input type="checkbox"/>
Not Funded	<input type="checkbox"/>
Bulk Purchase	<input type="checkbox"/>
Estimate	<input checked="" type="checkbox"/>
Networked	<input type="checkbox"/>
NOAAUnsupported	<input type="checkbox"/>
Not Working	<input type="checkbox"/>
Not Accountable	<input type="checkbox"/>
Field Rep Lapto	<input type="checkbox"/>

14. Open the Asset Value User Defined Fields (UDFs)

- Enter Fiscal Year (four digits)
- Enter Project (seven characters or less)
- Enter Fund Code (three characters)
- Enter Program (numeric, format should be NN-NN-NN-NNN)
- Select Organization
- Enter User Code or accept default of 000000
- Select Object Class Code – 31-23-00-00 for iPhones and iPads
- Enter Task (three characters)
- Enter Bureau or accept default of 14

15. Select a Document Type

16. Enter Document

17. Click the Save button at the bottom

- You should receive a message at the top saying Inventory/Agreement Asset CDXXXXXXXXXX Created

18. Click the Reset button at the bottom to duplicate an asset